

# Security Procedure



**Policy:** See N-15 CSRF Authorizers at [www.cosdcompliance.org](http://www.cosdcompliance.org)

**Definitions:** See HHSA Policy N-13 Security Definitions

**Procedures:**

A. Appointing CSRF Authorizers:

1. The Agency Executives sign the [MyRequest CSRF Authorizer Request Form](#) that identifies their appointed CSRF Authorizers and Low Orgs they can approve for in their Region(s) or Support Divisions. The Form is submitted to the Agency Compliance Office to process.
2. CSRF Authorizers are required to attend a CSRF training class prior to authorizing CSRFs. The class will provide instructions and resources that will assist the Authorizers in carrying out their responsibility. Registration is done via Learning Management System (LMS).
3. Authorizer names will be listed in the [CSRF Coordinator Sharepoint Site](#) and be added to the myRequest system where CSRFs are authorized for the request to be completed.
4. The list of CSRF Authorizers must be kept current at all times. The Form is required to make changes.

B. CSRF Authorizer Role:

1. The Authorizer is responsible for ensuring that computer access requested on the CSRFs for their Low Org(s) is appropriate and is the minimum necessary for the users to carry out their job duties.
2. The Authorizer cannot self-approve their own access. Another Authorizer for their Low Org must approve the CSRF.

C. Quality Assurance

The Agency Compliance Office shall be responsible for monitoring compliance with this policy.

Violations or suspected violations of this policy will be referred to the Agency Human Resources for appropriate personnel action or investigation.

**QUESTIONS/INFORMATION:** HHSA Information Security Manager at 619-338-2634